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SAINT PAUL LONG-RANGE CAPITAL IMPROVEMENT BUDGET COMMITTEE MEETING

Monday, November 14, 2011 at 3:30 p.m.

Central Library Fourth Floor Conference Room

Members Present:	Monica Bryand, Diane Gerth, Becca Hine, Mark Miazga, Gene Olson, Dave Pinto, Paul Sawyer, Michael Steward, Gary Unger, D'Ann Urbaniak Lesch
Members Excused:	Jacob Dorer, Deb Jessen, Melanie McMahon, Pat Sellner, Avi Viswanathan
Members Absent:	Jason Barnett, Eric Mitchell, Darren Tobolt
Visitors and City Staff Present:	Brian Tourtelotte; Parks and Recreation Betsy Hammer, John McCarthy, Mike Michaud; Office of Financial Services

1. Convene

Meeting convened at 3:43.

2. Approval of Agenda

Mr. Olson moved approval, Ms. Bryand seconded. Committee voted all in favor.

3. Approval of October 10, 2011 Meeting Minutes

Mr. Olson moved approval, Mr. Sawyer seconded. Committee voted all in favor.

4. Chair's Comments

Ms. Urbaniak Lesch noted that the Committee would take nominations for chair and vice chair at the December meeting, and would vote in January. She said further details could be sent in an email.

5. Follow Up from October 10, 2011 Meeting

Mr. McCarthy shared a handout with details from Mr. Paul Kurtz (Public Works) as follow up from the October meeting. The handout included information about work done at the intersection of Robert Street and Cesar Chavez.

6. Action Items

Office of Financial Services, Real Estate – Mike Michaud

RES PH 11-1179: Amending the spending and financing budgets of the 2010 and 2011 capital improvement budgets to allocate \$35,000 of CIB contingency to the Real Estate Asset Management System project for the purpose of purchasing a web-based application instead of a server/PC-based application.

Mr. Michaud from the Real Estate division of OFS introduced himself. He explained that Real Estate needs additional funding from CIB contingency to cover changes to the citywide real estate asset management software system being implemented. He reminded the committee that this project received funding through the CIB process two years ago, and has since done an RFP and awarded a contract. Mr. Michaud said it was an extensive process, and the contract was awarded to a consultant in September 2011. Part of the implementation process was a requirements analysis workshop, where real estate sat down with departments and explained what was being planned. During this process, it became clear that the original plan (a PC-based system with a limited number of simultaneous users) wasn't compatible with what departments wanted. Departments want to participate more actively, so Real Estate determined that a web browser-based system is a better fit. This type of system costs an additional \$35,000, but increases the user count to 10 concurrently, which is adequate to start. Mr. Michaud explained that Real Estate is initially focused on just two modules, but in the future may expand modules to include other features.

Ms. Urbaniak Lesch asked if there is a monthly fee. Mr. Michaud responded that there is an annual subscription cost included in this amount. He said Real Estate is prepared to deal with the ongoing costs, and that the annual subscription is more expensive with the web-based system, but the feeling is that it's well worth it. He said the annual cost is not insignificant at \$7,000, but reasonable. He said it may get more expensive with additional users, but Real Estate is prepared at this level to deal with the cost.

Mr. Pinto asked for more details about the fees. Mr. Michaud explained that the project budget pays for the current year and first additional year. In the future, the OFS-Real Estate budget will cover the annual fees.

Mr. Unger moved approval, Mr. Olson seconded.

Mr. Steward asked about the role of the consultant, and whether or not the city looked at other options. Mr. Michaud said that at the onset, the city looked at several different applications, and then went out for RFP and got 3 proposals for different systems. He said that through the RFP process, the consultant recommended one system.

Mr. Pinto asked if it would make sense to reduce the amount of contingency used by having the department pay for the annual fee for the second year. He noted that this would save the CIB contingency budget \$7,000 that could be used on other projects. Mr. Michaud explained that Real Estate doesn't have that in the budget for 2012, and that the plan has always been to pay for 2 years up front.

Committee voted all in favor, none opposed.

Parks and Recreation – Jody Martinez (Brian Tourtelotte – Jody is out)

Mr. Tourtelotte introduced himself and explained that he would be stepping in for Ms. Martinez, who was unable to attend the CIB meeting. He said he would be glad to follow up on any questions.

RES PH 11-1155: Amending the Spending and Financing plans in the 2011 Capital Improvement Budget in the Department of Parks and Recreation and giving permission for the proper city officials to enter into an agreement with the Met Council- Met Parks 2012-13 CIP for \$75,000 for the Como Regional Park security camera project.

Mr. Tourtelotte noted that all the Parks resolutions on the agenda are pretty straightforward, and that they are just establishing spending authority for money coming in from the state via Metro Parks or the Legacy fund. He said this particular resolution has funding from Metro Parks.

Mr. Unger moved approval, Ms. Bryand seconded.

Ms. Hine asked if this resolution just gives permission to accept money from somebody else. Mr. Tourtelotte said yes.

Committee voted 8 in favor, 2 opposed. Motion passed.

RES PH 11-1157: Establishing the financing and spending plans in the Department of Parks and Recreation in the amount of \$1,500,000 to recognize funding from the FY 2012 Parks and Trails Legacy Fund Allocation to continue the Harriet Island/Lilydale approved Regional Park plan and authorize the appropriate city officials to enter into an agreement to accept this funding.

Mr. Tourtelotte said this resolution accepts funding from the state Parks and Trails Legacy Fund for constructing master plan elements at Lilydale.

Ms. Bryand moved approval, Mr. Unger seconded.

Ms. Gerth expressed support for the resolution.

Committee voted all in favor, none opposed. Motion passed.

RES PH 11-1158: Establishing the financing and spending plans in the Department of Parks and Recreation in the amount of \$201,966 to recognize funding from the FY 2012 Parks and Trails Legacy Fund Allocation to continue the Cherokee Regional Trail Improvements plan and authorize the appropriate city officials to enter into an agreement to accept this funding.

Mr. Tourtelotte explained this resolution accepts Parks and Trails Legacy funding for the Cherokee Regional Trail. He said his understanding of the project status is that the city has been working on design and it's pretty well ready to go.

Ms. Bryand moved approval, Ms. Gerth seconded.

Ms. Urbaniak Lesch asked if this project was approved in the CIB process and is something the Committee had planned on. She asked if this is additional or anticipated

match dollars. Mr. McCarthy said additional funds are needed and cited some language from the resolution. He said he was not sure if this was incorporated into the initial request or if it is additional. Ms. Bryand said she thought it was for elements that were in the plans but that Parks didn't do because they didn't have sufficient funding.

Committee voted all in favor, none opposed. Motion passed.

RES PH 11-1159: Establishing the financing and spending plans in the Department of Parks and Recreation in the amount of \$296,000 to recognize funding from the FY 2012 Parks and Trails Legacy Fund Allocation to restore the Phalen Park waterfall as a park amenity and return the feature to an operable condition.

Mr. Tourtelotte said this resolution uses Parks and Trails Legacy funding to restore this feature to function. He said the plan is to pump lake water, and he explained how the original construction did not work very well. He said that the city has been working with the Minnesota Department of Natural Resources (DNR) and they like the idea of bringing lake water through the waterfall which will help cleanse the water.

Mr. Olson moved approval, Mr. Sawyer seconded.

Ms. Gerth asked who remembered the waterfall, and asked when it was last active. Mr. Olson responded decades ago. Mr. Unger said he thought it was before they closed the road going all the way around the lake.

Mr. Steward asked what would happen if the city chose not to take the money. Mr. Tourtelotte said his understanding is that projects are selected by a committee that divvies up the money, so the committee could decide someone else would get it.

Mr. Pinto asked about language at the end of the resolution that specified an indemnification clause. He asked why sometimes resolutions have very specific details, while others don't mention that. Committee discussed. Ms. Gerth said that the City Attorney's Office is on top of this kind of thing.

Committee voted 9 in favor, 1 opposed. Motion passed.

RES PH 11-1174: Amending the Spending and Financing plans in the 2010 Capital Improvement Budget in the Department of Parks and Recreation and giving permission for the proper city officials to enter into an agreement with the Met Council- Met Parks 2012-13 CIP for \$50,000 for the Como Regional Park phase 2 funding for site amenities and landscaping that completes the renovation of the historic Lily Pond at the park.

Mr. Tourtelotte said this resolution accepts Metro Parks funding for the Como lily pond. He said this is additional money that augments the project.

Ms. Gerth moved approval, Mr. Olson seconded.

Ms. Urbaniak Lesch asked about the language referring to phase 2 and asked if the project is already going on. She asked if the project was underbudgeted. Mr. Steward asked how many phases were planned for the project. Mr. Tourtelotte said that the project is under construction, and the primary funding was Legacy funding. He said the completion deadline was the end of the 2011 state fiscal year (June). He said he wasn't sure but didn't know anything about phases. He agreed to follow up on the questions.

Mr. Pinto asked what CIP means. Mr. Tourtelotte explained Capital Improvement Program.

Committee voted all in favor, none opposed. Motion passed.

RES PH 11-1175: Amending the Spending and Financing plans in the 2011 Capital Improvement Budget in the Department of Parks and Recreation and giving permission for the proper city officials to enter into an agreement with the Met Council- Met Parks 2012-13 CIP for \$200,000 for the Cherokee Regional Trail construction.

Mr. Tourtelotte explained that this resolution accepts funding from Metro Parks for the Cherokee Regional Trail. He noted this resolution is Metro Parks funding, while the earlier resolution related to Cherokee Regional Trail was Legacy funding.

Mr. McCarthy clarified that it's the same type of work, but two different pots of money.

Mr. Tourtelotte said both are types of state money, and as the project proceeded there may have been a point where they decided to look for additional funds. He said there's a lot going on with this trail being affected by Public Works traffic. He said the changes are not always just trail related.

Ms. Gerth moved approval, Ms. Bryand seconded.

Committee voted all in favor, none opposed. Motion passed.

RES PH 11-1176: Amending the Spending and Financing plans in the 2011 Capital Improvement Budget in the Department of Parks and Recreation, and giving permission for the proper city officials to enter into an agreement with the Met Council – Met Parks 2012-13 CIP for \$1,450,000 for the Lilydale Regional Park to design, engineer and construct the initial phases of roadway, trails, utility work, parking and visitor amenities called for in the park's master plan.

Mr. Tourtelotte said this resolution accepts \$1 million in funding from Metro Parks for Lilydale. He noted that the earlier resolution related to Lilydale was Legacy funding, while this one is Metro Parks.

Ms. Bryant noted that the project includes a major road realignment and is a big project.

Mr. Tourtelotte said Lilydale is the largest park and it was essentially totally undeveloped until Parks started working on it. He said it is a significant investment.

Ms. Hine moved approval, Mr. Olson seconded.

Ms. Bryand said she is on the task force for redesigning the project. She explained it is a \$15 million project to make all the phases happen. She said the plan is to make it really pedestrian and bike friendly, including separating the road. She said it will be a great park when it's done.

Committee voted all in favor, none opposed. Motion passed.

RES PH 11-1177: Amending the Spending and Financing plans in the 2011 Capital Improvement Budget in the Department of Parks and Recreation, and giving permission for the proper city officials to enter into an agreement with the Met Council – Met Parks 2012-13 CIP for \$524,000 for Phalen Regional Park to construct a splash pad near the beach to accommodate non-swimming water play as called for in the recently updated master plan for the park.

Mr. Tourtelotte said this resolution accepts Metropolitan Council funding for a splash pad near the beach at Phalen.

Mr. Olson moved approval, Mr. Sawyer seconded.

Ms. Urbaniak Lesch asked for more detail about the design of the splash pad and when it will be going in. Mr. Tourtelotte agreed to follow up on the timing. Mr. Unger replied that the one that was proposed in CIB many years ago had a fountain type but this is a new proposal.

Mr. Tourtelotte said that splash pads are generally interactive structures, and used the Highland pool/aquatic center as an example though he noted that splash pads generally do not have free-flowing water like at aquatic center. He said there's an example at Lewis Park, just off Rice Street, south of Front.

Committee voted all in favor, none opposed. Motion passed.

7. Adjourn

Mr. Olson moved to adjourn, Ms. Gerth seconded. Committee voted all in favor. Meeting adjourned at 4:18PM.

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